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Chief of Station, []

Finance Division

- Administrative/Finance

- Notes on Finance Officer Meeting of 18 May 1956

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1. It appears from the comments contained in reference that you again have had a most profitable meeting of Finance Officers. Also, the comments and questions which you are passing along to us are most helpful and serve to revitalize and focus our attention on specific problems and areas which require re-examination or action.
2. Several of the items presented in your dispatch will require action by other offices or policy determinations before complete comments can be furnished. In order that you may be informed of our reaction and/or the action taken or planned, however, we are commenting in the following paragraphs on the various subjects presented under paragraph 2 of reference. Our sub-paragraphs carry the same identification as the related subject matter in reference.

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1. []
 - (1) Action on this item will be the matter of separate dispatch originating with the Area Division.
 - (2) Your understanding of authority with respect to delegation of authority is correct, i.e., in the absence of specific language prohibiting re-delegation of authority, the Chief of Station, may re-delegate any authority specifically delegated to him by [] regulations.
 - (3) The requirement of regulations with respect to rendering individual certifications in lieu of receipts for operational expenditures will be re-examined. In the meantime, we believe that the following interpretations and statements of policy

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with respect to receipts for administrative type expenditures should enable considerable relief and a more practical application of governing regulations.

- (a) KUBARK does not intend to impose any more stringent requirements for the support of claims for reimbursement of official expenditures than are generally required for ODYOR.
- (b) General ODYOR policy requires receipts only for items in excess of \$3.00. (Increased to \$15.00 as of 1 August 1956.) Subsistence items should be itemized at least in sufficient detail to permit a review of amounts spent daily for (1) lodging, (2) meals, and (3) all other items of subsistence expense. Receipts are required for lodging.
- (c) In the case of travel vouchers, it is common ODYOR practice to accept a general certification in the absence of receipts to support those expenditures for which receipts are normally required. Such policy is not only considered appropriate for KUBARK travel and other primarily administrative type vouchers but also consistent with the intent of present regulations.
- (4) Present Headquarters policy is that, security permitting, Certifying Officers and Field Finance Officers whose duties involve the receipt, custody, and disbursement of official funds will be bonded and that other administrative and operational personnel will not be bonded. This policy is currently under re-examination and it is probable that some adjustment in policy may be made. When policy is finalized, appropriate modification of regulations will be initiated.

According to Headquarters records the following bond coverage is presently in effect for Certifying and Finance Officers in your area:

Finance Officers

Amount



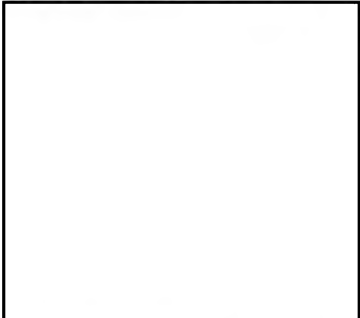
\$10,000.00
10,000.00
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10,000.00

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<u>Certifying Officers</u>	<u>Amount</u>
	\$5000.00
	5000.00
	5000.00
	5000.00
	5000.00
	5000.00
	5000.00
	5000.00
	5000.00

If any other Finance Officers in your area are assigned to duties which require bonding, please advise Headquarters in order that bonding action may be initiated.

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(5)

(6)

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B.



- (1) Object classifications are currently being examined with a view to clarifying definitions and eliminating the confusion existing between accounting and budgetary requirements. Every effort is being made to complete this project and furnish appropriate instructions at the earliest possible date.

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C.



- (1) T/A procedures are being re-examined and every effort will be made to reduce requirements for this type documentation consistent with proper financial administration and control.
- (2) We have been unable to confirm the fact that the HK area was advised that information copies of T/A's between field stations need not be furnished Headquarters. Examination of this requirement, however, indicates that such copies are not essential.

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authority to advise stations in your area that information copies of T/A's between field stations need not be furnished Headquarters.

- (3) We are not sure that we understand the nature of the problem encountered as a result of the "overprinting" stamps. If the problem is one of legibility, we will endeavor to have more care exercised in presenting required information.

As to adequacy of information, since the Area Divisions now furnish copies of all travel orders issued, the station should have all information available to Headquarters for the processing of travel claims. The division has advised that release of travel orders will be expedited.

In the case of contract agents, travel orders are not issued. Accordingly, travel claims submitted by such persons must be audited under the terms of normal Agency entitlements and/or applicable contract provisions. We understand that the Area Division is now furnishing copies of contracts for field administered agents.

In addition, Finance Division is in the process of developing an appropriate "Field Duty Data Sheet" which, it is planned, will be furnished the station for each field administered agent.

If the above comments do not indicate coverage of the points in question, we will be glad to pursue the matter further upon receipt of specific questions or problems.

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3. In view of pending revisions in accounting procedures, it appears that further modifications of the Schedules of Expenses and Status of Allotments will be effected. In the meantime, combined schedules, as provided by the present instructions, should be submitted.

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Orig. & 2 -
2 - EE Division
1 - C/TAS
2 - Finance Div.

FD/LEB:mhp

*Orig. Ref. dispatched
in Registry*

C/EE	EE	TAS	C/FD
Releasing Officer	Coordinating Officer	Authenticating Officer	

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